



A Financial Education Program of CP Federal Credit Union

Student Team Position Descriptions

All student volunteers must display a good attitude and work well with others.

Classroom Representative

- \$ Visit classrooms during shift to escort student members to credit union
- \$ Deliver credit union information to the office and classrooms when needed
- \$ Develop announcements, skits, posters, bulletin boards and contest ideas
- \$ Collect receipts from tellers and deliver them to the accountant
- \$ Assist membership rep when needed and keep supplies organized and filled

Membership Representative

- \$ Write student member's transactions in their savings passbook
- \$ Assist student members with punch card savings program and challenge entries
- \$ Develop announcements, skits, posters, bulletin boards and contest ideas
- \$ Assist classroom rep when needed and keep supplies organized and filled

Teller

- \$ Greet members with a smile and use their name when assisting them
- \$ Assist members with account deposits/withdrawals by accurately and neat recording information on receipts
- \$ Use a calculator to verify deposits and withdrawals
- \$ Responsible for handling cash and balancing with the accountant's figures

Accountant

- \$ Accurately and neatly record teller receipts on accounting spreadsheet
- \$ Verify shift-end totals for each teller (calculator use may be required)
- \$ Balance total figures with all tellers and tech representative
- \$ Assist tech representative if needed

Tech Representative

- \$ Post all transactions on the computer from teller receipts (deposits, withdrawals, account transfers, and check cashing)
- \$ Provide account information when requested by member
- \$ Balance computer figures with accountant's totals

***All student volunteers are required to assist in shift setup and cleanup duties. Volunteers will also be required to perform additional duties as necessary from time to time.